

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

December 1, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 6:30 PM. Bruce Baker was elected Chairman Pro Tem in the absence of Chairman Jed Lindholm
2. **ROLL CALL.** Present were Board members Weymouth Whitney, Karen Gaylord, David Shapiro, and Bruce Baker and HR Administrator Don Jacobs.
3. **OFFICIALS ATTENDING.** None
4. **MEMBERS OF THE PUBLIC ATTENDING.** Dick Maki.
5. **APPROVAL OF MINUTES.** On a motion by Karen Gaylord seconded by David Shapiro minutes of the November 6, 2014 meeting were approved unanimously as printed. On a motion by Karen Gaylord seconded by Weymouth Whitney minutes of the November 18, 2014 meeting were approved unanimously as printed.
6. **AGENDA ITEMS**
 - a. **Employee Handbook Review and Approval.** The Board reviewed the 12/1/14 revision of the Handbook. The following items were discussed:
 - i. Following approval of a final draft by all appointing authorities, the Handbook needs to be presented to the Board of Selectmen for their review and approval. This includes the Employee Recognition Program.
 - ii. The section "Bonded Employees" (page 12) should note that employees who are required to be bonded is specified in state law.
 - iii. Last sentence in "Cash Control" (page 13) beginning with "Failure to comply ..." was deleted.
 - iv. First sentence in "Dismissal from Employment" (page 13) was revised to read: "The Town may dismiss an employee for cause, such as separation for delinquency"
 - v. The "Recruitment" section should be revised and standardized so that applies to all departments.
 - vi. In those areas where the Town Administrator is designated as the one responsible for making decisions, we need to confirm that this is accurate and that other officials or appointing authorities are not involved.
 - vii. Board members with suggestions concerning typos should forward them to Don.

A motion was made by David Shapiro seconded by Karen Gaylord to approve the December 1, 2014 revision with the above conditions and forward it to appointing authorities for their approval. The motion was approved unanimously.

b. Compensation Task Force.

- i. Don reported that the existing salary ranges are competitive and do not require revision but the current salaries of eight employees with 3 to 5 years' experience are 10% below the midpoint salary for their range. The total cost of bringing these employees up to within 90% of their range midpoint is estimated to be \$13,000 - \$15,000. An increase in all salaries of 2% to 3% should also be considered. According to information presented to the Board, the Consumer Price Index for all items increased by 1.7% for October 2014. A final decision is required prior to December 10 when compensation recommendations are required to be submitted to the Finance Committee.
- ii. A revision of the proposed Employee Recognition Award Program to add an award recommendation form was discussed. Weymouth Whitney expressed concern that the award to specific individuals whose superior performance deserves recognition would cause morale problems because not all employees would receive awards and would feel slighted. Following discussion a motion was made by Karen Gaylord seconded by Bruce Baker to approve the revision. Those voting in favor were Karen Gaylord, Bruce Baker and David Shapiro. Those opposed: Weymouth Whitney. The motion carried.

- c. Changes to Personnel Bylaw for FY 2016.** The Board reviewed proposed changes to the Personnel Bylaw discussed at previous meetings. All Personnel Bylaw provisions are related to compensation as recommended by Town Counsel. Town Counsel has reviewed the changes and approved them. A motion was made by David Shapiro seconded by Karen Gaylord to approve the revision. The motion was approved unanimously.

- 7. NEXT MEETING.** The date of the next meeting was set for December 9, 2014 at 5:30 PM, subject to the availability of Chairman Jed Lindholm.

- 8. ADJOURNMENT.** A motion to adjourn was made by David Shapiro seconded by Weymouth Whitney. The meeting adjourned at 8:30 PM.

Respectfully submitted

Bruce Baker, Clerk